



FRONTIERS EXTENDED DAY ENRICHMENT PROGRAM

The After-School Program of Rankin County School District

135 S College Street • Brandon, MS 39042 • 601-825-9714 • Fax 601-824-2900 • www.rcsd.ms/frontiers
Dominique L. Hoard, Administrator

Dear Applicant:

Thank you for your interest in the Frontiers Extended Day Enrichment Program with Rankin County School District. We are always interested in receiving applications and talking to applicants for positions with Frontiers.

The following information will aid you in successfully completing this application and understanding the process that is required.

1. **Please PRINT and make sure everything is legible.**

2. **Position and Qualifications Required:**

- ❖ **Instructor** - High School Diploma or GED
- ❖ **High School Aide** - High School Senior; At least 16 years old; daily early dismissal (*Early dismissal on alternate block days limits applicant to substitute status*)
- ❖ **Substitute** - High School diploma or GED (*unless applying as a High School Aide substitute*)
- ❖ *Basic hours for ALL positions are 1:30 pm until 6:00 pm on the school calendar; actual times will depend on Frontiers site assignment. Site preferences are considered; not guaranteed.*

3. **Employment Experience**

- ❖ Give complete information in each column as asked.

4. **References**

- ❖ List **four** references. Complete information on email addresses and telephone numbers is **REQUIRED** for each reference. **DO NOT LIST RELATIVES.**

5. **Employment with Frontiers requires the following:**

- ❖ Your **ORIGINAL** Social Security card – *card must be signed and cannot be a copy*
- ❖ A valid Driver's License **or** current Passport **or** most recent report card (high school and college students without a Driver's License) **or** state ID card **or** college ID card, with photo **or** Native American Tribal Document, if applicable.

6. **Completion of Background Check and Child Abuse Registry- applicants 18+ years old**

- ❖ ***All Background Checks require that Fingerprinting be done by Frontiers/RCSD. We cannot accept Background checks performed by any other agency.***
- ❖ ***There is a \$40 CASH ONLY fee required for fingerprinting, payable at processing.***
Do not bring children with you. They WILL NOT be able to accompany you during the interview, paperwork completion, or fingerprinting/processing.

Again, thank you for your interest in Frontiers. All applicants will be considered; however, only selected applicants will be interviewed. Applications will be kept on file for one school year.

RANKIN COUNTY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF AGE, SEX, RACE, RELIGION, HANDICAP OR NATIONAL ORIGIN.

EMPLOYMENT EXPERIENCE:

Name of Employer	City & State	Type of Work	Reason for Leaving Position	Dates of Service From (Month & Year) To

Have you ever been asked to resign, been discharged, or failed to be rehired? ☐ Yes ☐ No If Yes, explain:

Have you ever been charged with, or convicted of, a criminal or civil offense, either a misdemeanor or felony?

☐ Yes ☐ No

If Yes, please explain in detail the nature of the offense, the date you were arrested or charged, the outcome, and your version of the facts associated with each offense or crime that you were either arrested for or convicted of:

Have you ever been charged with, or arrested, or convicted of, a civil or criminal sexual offense? ☐ Yes ☐ No

If Yes, please explain:

Are you a citizen of the United States? ☐ Yes ☐ No

List any specific experience you have in working with children:

Why are you interested in working for Frontiers?

List anyone you know who currently works for Frontiers or has worked for Frontiers in the past:

Check which school zone you can work: ☐ Any ☐ Brandon ☐ Northwest Rankin ☐ Florence

☐ McLaurin ☐ Richland ☐ Pelahatchie ☐ Pisgah

REFERENCES:

PLEASE PRINT the name, position, email address and phone number(s) of four (4) references, including supervisors under whom you have worked. If you do not have previous work experiences, list those that have known you for a long time and can attest to your character. **DO NOT LIST RELATIVES.**

Complete information on each reference is needed to process your application.

NAME	OFFICIAL POSITION/ RELATIONSHIP	EMAIL ADDRESS (required)	TELEPHONE NUMBER (required)

READ CAREFULLY AND SIGN THE FOLLOWING STATEMENT:

By my signature I attest that the information contained in this application is true and represents me accurately. If employed, I agree to abide by all the policies approved by the Rankin County Board of Education and will cooperate fully with in-service training for improvement as required by Frontiers. I understand that all applicants will be considered; however, only selected applicants will be interviewed. I understand that this application will remain in the active file for a period of one year and will then be classified as inactive unless I notify the Frontiers Director in writing to keep the application current.

I give my permission for the Rankin County School District to conduct a background screening check with any law enforcement agency, the Child Abuse Central Registry, previous employers, and any other persons, corporation, or public agencies or entities to determine my suitability in working with children and my past employment history. I understand that this permission is a part of my application for a position with the Rankin County School District. I understand that should any felony or misdemeanor charges or convictions appear on my record which I have not previously disclosed in writing to the Rankin County School District, then Frontiers shall have the right to deny me employment and I do hereby agree to immediately resign from my position or employment and accept immediate termination, without a hearing, the same being hereby waived.

I do further agree and direct that said agencies, previous employers or companies may release to Rankin County School District any and all personnel files or factual information or written documentation concerning any civil or criminal charge or conviction or facts related thereto as may be on file with such agency.

Please Print Name

____/____/____
Date

Signature

FOR FRONTIERS USE ONLY:

**RANKIN COUNTY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF
AGE, SEX, RACE, RELIGION, HANDICAP OR NATIONAL ORIGIN.**

All applicants will be considered; however, only selected applicants will be interviewed.